

**Springhill City Court  
Springhill, Louisiana  
A Component Unit of the City of Springhill, Louisiana  
Annual Financial Statements  
As of June 30, 2022**

Springhill City Court  
Springhill, Louisiana  
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## Independent Auditors' Report

Stuart W. McMahan  
Springhill City Court Judge  
Springhill City Court

### **Report on the Audit of the Financial Statements**

#### ***Opinions***

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Springhill City Court, a component unit of the City of Springhill, as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Springhill City Court's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Springhill City Court, as of June 30, 2022, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinions***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*). Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Springhill City Court and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### ***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Springhill City Court's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.



### ***Auditors' Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgement made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we

- Exercise professional judgement and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Springhill City Court's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Springhill City Court's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the budgetary comparison information on pages and 34-36, the Schedule of Proportionate Share of Net Position Liability on page 37, and the Schedule of Contributions on page 38, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance GAAS, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management has omitted management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of the financial reporting



for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the financial statements is not affected by this missing information.

### ***Supplementary Information***

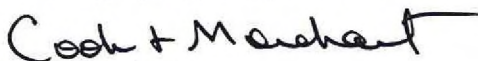
Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Springhill City Court's basic financial statements. The other supplementary information Schedule of Compensation, Benefits, and Other Payments to Agency Heads shown on page 39 is presented for purposes of additional analysis and is not a required part of the basic financial statements. The Schedule of Compensation, Benefits, and Other Payments to Agency Heads is the responsibility of management. Section I of that schedule was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information in Section I of the schedule has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with GAAS. In our opinion, Section I of the Schedule of Compensation, Benefits, and Other Payments to Agency Heads is fairly stated, in all material respects in relation to the basic financial statements as a whole.

Section II of the Schedule of Compensation, Benefits, and Other Payments to Agency Heads shown on page 39 has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Our audit was conducted for the purpose of forming opinions on the financial statements as a whole. As disclosed in Note 1 to the financial statements, the Springhill City Court prepares its financial statements in accordance with accounting principles generally accepted in the United States of America. The other supplementary information schedule, Justice System Funding Schedule, shown on pages 40-41, is presented for the purpose of additional analysis and is not a required part of the basic financial statements. This schedule is presented to satisfy the requirements of Act 87 of the 2020 Regular Legislative Session (R.S. 24:515.2) and must be presented on the cash basis of accounting which differs significantly from those principles used to present financial statements in accordance with GAAS. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with GAAS. In our opinion, the Justice System Funding Schedule, shown on page 40-41, is fairly stated in all material respects, in relation to the financial statements as a whole.

### ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated December 21, 2022, on our consideration of Springhill City Court's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Springhill City Court's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Springhill City Court's internal control over financial reporting and compliance.



Cook & Morehart  
Certified Public Accountants  
December 21, 2022

Springhill City Court  
A Component Unit of the City of Springhill, Louisiana  
Statement of Net Position  
Governmental Activities  
June 30, 2022

Assets

Cash and cash equivalents	\$ 29,461
Investments	8,629
Receivables	3,928
Prepaid expenses	881
Capital assets (net)	<u>4,384</u>
Total assets	<u>47,283</u>

Deferred Outflows of Resources

Pension related	<u>18,191</u>
Total deferred outflows of resources	<u>18,191</u>

Liabilities

Accounts payable	2,193
Accrued expenses	3,364
Non-current liabilities:	
Due in more than one year	<u>50,251</u>
Total liabilities	<u>55,808</u>

Deferred Inflows of Resources

Pension related	<u>12,198</u>
Total deferred inflows of resources	<u>12,198</u>

Net Position (Deficit)

Net investment in capital assets	4,384
Restricted for:	
Witness fees	35,201
Probation	3,020
Juvenile probation	332
Unrestricted (deficit)	<u>(45,469)</u>
Total net position (deficit)	<u>\$ (2,532)</u>

The notes to the financial statements are an integral part of this statement.



Springhill City Court  
A Component Unit of the City of Springhill, Louisiana  
Statement of Activities  
For the Year Ended June 30, 2022

	Functions / Programs				
	Total	Judicial	Witness	Probation	Juvenile Probation
<u>GOVERNMENTAL ACTIVITIES</u>					
Expenses:					
Salaries	\$ 256,001	\$ 256,001	\$	\$	\$
Employee benefits	66,426	66,426			
Office expense	13,343	12,854		480	9
Travel and other charges	13,823	13,823			
Professional fees	21,476	21,476			
Witness fees	1,950		1,950		
Depreciation expense	2,391	2,391			
Total expenses	<u>375,410</u>	<u>372,971</u>	<u>1,950</u>	<u>480</u>	<u>9</u>
Program revenues:					
Charges for services - fines and fees	86,292	71,750	2,865	6,802	4,875
Operating grants and contributions	<u>236,676</u>	<u>236,676</u>			
Net program revenue (expenses)	<u>(52,442)</u>	<u>(64,545)</u>	<u>915</u>	<u>6,322</u>	<u>4,866</u>
General revenues:					
Miscellaneous revenues	1,060				
Interest income	<u>117</u>				
Total general revenues	<u>1,177</u>				
Change in net position	(51,265)				
Net position - beginning	<u>48,733</u>				
Net position (deficit) - ending	<u>\$ (2,532)</u>				

The notes to the financial statements are an integral part of this statement.

Springhill City Court  
A Component Unit of the City of Springhill, Louisiana  
Balance Sheet  
Governmental Funds  
June 30, 2022

	Major Funds		Non-Major Funds		Total
	General Fund	Witness Fund	Probation Fund	Juvenile Probation Fund	Governmental Funds
<b>Assets</b>					
Cash and cash equivalents	\$ 64	\$ 26,195	\$ 2,903	\$ 299	\$ 29,461
Investments		8,629			8,629
Receivables	3,928				3,928
Due from other funds		377	117	33	527
<b>Total assets</b>	<u>\$ 3,992</u>	<u>\$ 35,201</u>	<u>\$ 3,020</u>	<u>\$ 332</u>	<u>\$ 42,545</u>
<b>Liabilities</b>					
Accounts payable	\$ 2,193	\$	\$	\$	\$ 2,193
Accrued expenses	3,364				3,364
Due to other funds	527				527
<b>Total liabilities</b>	<u>6,084</u>				<u>6,084</u>
<b>Fund Balances (Deficit)</b>					
Restricted		35,201	3,020	332	38,553
Unassigned (deficit)	(2,092)				(2,092)
<b>Total fund balances (deficit)</b>	<u>(2,092)</u>	<u>35,201</u>	<u>3,020</u>	<u>332</u>	<u>36,461</u>
<b>Total liabilities and fund balances (deficit)</b>	<u>\$ 3,992</u>	<u>\$ 35,201</u>	<u>\$ 3,020</u>	<u>\$ 332</u>	
Amounts reported for governmental activities in the statement of net position are different because:					
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.					4,384
Other long-term assets are not available to pay for current-period expenditures and therefore are unavailable in the funds					
Prepaid insurance					881
Deferred outflows - pension related					18,191
Long-term liabilities and other amounts not due and payable in the current period and therefore are not reported in the funds.					
Net pension liability					(50,251)
Deferred inflows - pension related					(12,198)
<b>Net Position (Deficit) of Governmental Activities</b>					<u>\$ (2,532)</u>

The notes to the financial statements are an integral part of this statement.



Springhill City Court  
A Component Unit of the City of Springhill, Louisiana  
Statement of Revenues, Expenditures, and Changes in Fund Balances  
Governmental Funds  
For the Year Ended June 30, 2022

	Major Funds		Non-Major Funds		Total
	General Fund	Witness Fund	Probation Fund	Juvenile Probation Fund	Governmental Funds
Revenues:					
Fines	\$ 49,325	\$ 2,866	\$ 6,802	\$ 4,875	\$ 63,868
Court costs	22,425				22,425
Other fees	1,060				1,060
Intergovernmental					
On-behalf payments	173,373				173,373
Other	63,303				63,303
Interest income	6	111			117
Total revenues	<u>309,492</u>	<u>2,977</u>	<u>6,802</u>	<u>4,875</u>	<u>324,146</u>
Expenditures:					
Current:					
General government					
Salaries	82,628				82,628
Employee benefits	22,168				22,168
On-behalf payments	173,373				173,373
Office expense	13,735		480	9	14,224
Travel and other charges	13,823				13,823
Professional fees	21,476				21,476
Witness fees		1,950			1,950
Total expenditures	<u>327,203</u>	<u>1,950</u>	<u>480</u>	<u>9</u>	<u>329,642</u>
Excess (deficiency) of revenues over expenditures	<u>(17,711)</u>	<u>1,027</u>	<u>6,322</u>	<u>4,866</u>	<u>(5,496)</u>
Other financing sources (uses):					
Transfers in	15,698				15,698
Transfers out			(10,898)	(4,800)	(15,698)
Total other financing sources (uses)	<u>15,698</u>		<u>(10,898)</u>	<u>(4,800)</u>	
Net change in fund balances	(2,013)	1,027	(4,576)	66	(5,496)
Fund balances (deficit) at beginning of year	(79)	34,174	7,596	266	41,957
Fund balances (deficit) at end of year	<u>\$ (2,092)</u>	<u>\$ 35,201</u>	<u>\$ 3,020</u>	<u>\$ 332</u>	<u>\$ 36,461</u>

The notes to the financial statements are an integral part of this statement.

Springhill City Court  
A Component Unit of the City of Springhill, Louisiana  
Reconciliation of the Statement of Revenues, Expenditures, and Changes in  
Fund Balances of Governmental Fund to the Statement of Activities  
For the Year Ended June 30, 2022

Net change in fund balances - total governmental fund	\$ (5,496)
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Amounts reported for governmental activities in the statement of activities  
are different because:

Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which depreciation (\$2,391) exceeded capital outlay (\$0) in the current period.	(2,391)
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Some expenses reported in the statement of activities do not require  
the use of current financial resources and therefore are not reported as  
expenditures in the funds.

Prepaid expense	881
Pension expense	(44,259)

Change in net position of governmental activities	\$ (51,265)
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The notes to the financial statements are an integral part of this statement.



Springhill City Court  
A Component Unit of the City of Springhill, Louisiana  
Statement of Fiduciary Net Position  
Fiduciary Funds  
June 30, 2022

	Custodial Funds
Assets	
Cash and cash equivalents	\$ 62,050
Total assets	<u>62,050</u>
 Fiduciary Net Position - held for others	 62,050
Total net position	<u><u>\$ 62,050</u></u>

The notes to the financial statements are an integral part of this statement.

Springhill City Court  
A Component Unit of the City of Springhill, Louisiana  
Statement of Changes in Fiduciary Net Position  
Fiduciary Funds  
For the Year Ended June 30, 2022

	Custodial Funds
Additions:	
Court and other cost collected	\$ 64,788
Fines and other fees collected	182,750
Investment income - interest	34
Total additions	<u>247,572</u>
Deductions:	
Payments of fines and other fees	176,729
Payments of court and other costs	64,562
Total deductions	<u>241,291</u>
Change in net position	6,281
Net position - beginning	<u>55,769</u>
Net position - ending	<u><u>\$ 62,050</u></u>

The notes to the financial statements are an integral part of this statement.



Springhill City Court  
A Component Unit of the City of Springhill, Louisiana  
Notes to the Financial Statements  
June 30, 2022

Introduction

The Springhill City Court (the Court) was created under the authority of Louisiana Revised Statute 13:1872. Its jurisdiction extends throughout all of Ward Two of Webster Parish. Court expenses such as payroll and related costs, maintenance, utilities, etc., are paid through the General Fund of the City of Springhill (the City). There are certain funds collected by the Court, pursuant to state statute, which are under the control of the Court and are reported in the accompanying financial statements. The Court pays supplemental salaries to its employees from these funds. These financial statements account for all activities of the Court not funded by the City.

(1) Summary of Significant Audit Policies

A. Basis of Presentation

The accompanying basic financial statements of the Court have been prepared in conformity with governmental accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations). The more significant accounting policies established in GAAP and used by the Court are discussed below

B. Reporting Entity

The City Judge is an independently elected official; however, the Court is fiscally dependent on the City. The City maintains and operates the City courthouse in which the Court's office is located. Because the Court is fiscally dependent on the City, the Court was determined to be a component unit of the City, the financial reporting entity.

The accompanying financial statements present information only on the funds maintained by the Court and do not present information on the City, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

C. Fund Accounting

The Court uses funds to maintain its financial records during the year. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain government functions or activities. A fund is a separate accounting entity with a self-balancing set of accounts.

Funds of the Court are classified into two categories: governmental funds and fiduciary (custodial) funds. These funds are described as follows:

Governmental Funds

Governmental funds account for all or most of the Court's general activities. These funds focus on the sources, uses, and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may be used. Current liabilities are assigned to the fund from which they will be paid. The difference between a governmental fund's assets and liabilities is reported as fund balance. In general, fund balance represents the accumulated expendable resources which may be used to finance

(Continued)



Springhill City Court  
A Component Unit of the City of Springhill, Louisiana  
Notes to the Financial Statements  
June 30, 2022  
(Continued)

future period programs or operations of the Court. For the year ended June 30, 2022, the City Court's major funds were the general fund and witness fund.

A description of the courts funds is as follows:

*General Fund* - The General Fund is the general operating fund of the Court. The Court's share of court costs assessed by City Court, collections of traffic fines, and collections of court-imposed fines remitted to City Court are all accounted for in this fund. General operating expenditures are paid from this fund.

*Special Revenue Funds* – These funds are established to account for the proceeds of specific revenue sources, other than special assessments, expendable trusts, or major capital projects that are legally restricted to expenditures for specified purposes.

*Witness Fund* – This fund is used to account for witness fees received that are legally restricted for the payment of witness fees.

*Probation Fund* – This fund is used to account for probation fees collected that are legally restricted for the administration and operation of the probation department.

*Juvenile Probation Fund* - This fund is used to account for juvenile probation fees and restitution collected that are legally restricted for the administration and operation of the juvenile probation department and the payment of restitution.

#### Fiduciary Funds

The only funds accounted for in this category by the Court are custodial funds. The Civil, Fines and Bonds, and Worthless Check agency funds account for assets held by the Court as an agent for others pending court action. Fiduciary funds are used to report assets held in a trustee or custodial capacity for others and therefore are not available to support City Court programs. The reporting focus is on net position and changes in net position and is reported using the accrual basis of accounting.

#### D. Measurement Focus/Basis of Accounting

##### Fund Financial Statements (FFS)

The amounts reflected in the Governmental Funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The statement of revenues, expenditures, and changes in fund balance reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach is then reconciled, through adjustment, to a government-wide view of the Court's operations.

The amounts reflected in the Governmental Funds use the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The Court considers all revenues available if they are collected within 60 days after the fiscal year end.

(Continued)



Springhill City Court  
A Component Unit of the City of Springhill, Louisiana  
Notes to the Financial Statements  
June 30, 2022  
(Continued)

Revenues

Recordings, cancellations, criminal costs, and other fees, charges and commissions for services are recorded in the year in which they are earned.

Interest income on time deposits is recorded when susceptible to accrual.

Substantially all other revenues are recorded when received by the Court.

Based on the above criteria, recordings, criminal costs, and other fees, charges, and commissions for service are treated as susceptible to accrual.

Expenditures

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

Salaries and related payroll taxes and benefits are recorded when employee services are provided to the Court.

Other Financing Sources (Uses)

Transfers between funds that are not expected to be repaid are accounted as other financing sources (uses) and are recognized when the underlying events occur.

Government-wide Financial Statements (GWFS)

The Statement of Net Position and the Statement of Activities display information about the Court as a whole. These statements include all the non-fiduciary activities of the Court. Information contained in these columns reflects the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed).

Program Revenues – Program revenues included in the Statement of Activities are derived directly from Court users as a fee for services; program revenues reduce the cost of the function to be financed from the Court's general revenues.

E. Cash and Cash Equivalents

Cash includes amounts in demand deposits and interest bearing demand deposits. Cash equivalents include amounts in time deposits and those investments with original maturities of ninety (90) days or less when purchased. Under state law, the Court may deposit funds in demand deposits, interest bearing demand deposits, or time deposits with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States.

(Continued)

Springhill City Court  
A Component Unit of the City of Springhill, Louisiana  
Notes to the Financial Statements  
June 30, 2022  
(Continued)

F. Capital Assets

Capital assets purchased or acquired with an original cost of \$500 or more are reported at historical cost or estimated historical cost. Contributed assets are reported at fair market value as of the date received. Additions, improvements, and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

Computer equipment	5 – 7 years
Office equipment	5 – 7 years

G. Interfund Activity

Interfund activity is reported as loans, reimbursements, or transfers. Loans are reported as interfund receivables and payables as appropriate and are subject to elimination upon consolidation. Reimbursements are when one fund incurs a cost, charges the appropriate benefiting fund and reduces its related cost as a reimbursement. Transfers between governmental funds are netted as part of the reconciliation to the government-wide financial statements.

H. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues, expenditures, and expenses during the reporting period. Actual results could differ from those estimates.

I. Net Position

Net position represents the difference between assets and liabilities. Net position invested in capital assets, net of related debt consist of capital assets, net of accumulated depreciation, reduced by the outstanding balance of any borrowing used for the acquisition, construction, or improvement of those assets. Net position is reported as restricted when there are limitations imposed on their use either through constitutional provisions or enabling legislation adopted by the court or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments. The Court's policy is to first apply restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available.

(Continued)



Springhill City Court  
A Component Unit of the City of Springhill, Louisiana  
Notes to the Financial Statements  
June 30, 2022  
(Continued)

J. Fund Balance

GASB has issued standards which defines the different types of fund balances that a governmental entity must use for financial reporting purposes. GASB requires the fund balance amounts to be properly reported within one of the fund balance categories list below.

1. Nonspendable fund balances are amounts that cannot be spent because they are either (a) not in spendable form, such as inventory or prepaid expenses, or (b) legally or contractually required to be maintained intact, such as a trust that must be retained in perpetuity.
2. Restricted fund balances are restricted when constraints placed on the use of resources are either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation
3. Committed fund balances include amounts that can be used only for the specific purposes as a result of constraints imposed by the judge (the court's highest level of decision making authority). Committed amounts cannot be used for any other purpose unless the judge removes those constraints by taking the same type of action (i.e. legislation, resolution, ordinance).
4. Assigned fund balances are amounts that are constrained by the judges' intent to be used for specific purposes, but are neither restricted nor committed.
5. Unassigned fund balances are the residual classification for the Court's general fund and include all spendable amounts not contained in the other classifications.

The Court's policy is to apply expenditures against nonspendable fund balances, restricted fund balances, committed fund balances, assigned fund balances, and unassigned fund balances, in that order.

The calculation of fund balance amounts begins with the determination of nonspendable fund balances. Then restricted fund balances for specific purposes are determined (not including non-spendable amounts). Then any remaining fund balance amounts for the non-general funds are classified as restricted fund balance. It is possible for the non-general funds to have negative unassigned fund balance when non-spendable amounts plus the restricted fund balances for specific purpose amounts exceeds the positive fund balance for the non-general fund.

K. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The Court currently has deferred outflows of resources related to pension.

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In addition to liabilities, the statement of net position will sometimes report a separate section for *deferred inflows of resources*. This separate financial statement element represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Court currently has deferred inflows of resources related to pension.

L. Fair Value Measurements

Generally accepted accounting principles require disclosure to be made about fair value measurements, the level of fair value hierarchy, and valuation techniques. The fair value hierarchy categorizes the inputs to valuation techniques used to measure fair value into three levels:

Level 1 inputs – The valuation is based on quoted market prices for identical assets or liabilities traded in active markets;

Level 2 inputs – The valuation is based on quoted market prices for similar instruments traded in active markets, quoted prices for identical or similar instruments in markets that are not active, and inputs other than quoted prices that are observable for the asset or liability;

Level 3 inputs – The valuation is determined by using the best information available under the circumstances and might include the government's own data but should adjust those data if (a) reasonably available information indicates that other market participants would use different data or (b) there is something particular to the government that is not available to other market participants.

The asset's or liability's fair value measurement level within the fair value hierarchy is based on lowest level of any input that is significant to the fair value measurement.

(2) Budget

The proposed budget for the year ended June 30, 2022 was adopted on the cash basis of accounting which is a comprehensive basis of accounting other than Generally Accepted Accounting Principles (GAAP). All appropriations lapse at year-end.

Formal budget integration is employed as a management control device during the year. Budget amounts included in the accompanying financial statements include the original and amended budgets. There was one amendment to the budget for the year ended June 30, 2022.

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(3) Cash, Cash Equivalents, and Investments

At June 30, 2022, the Court has cash, cash equivalents, and investments (book balances) totaling \$100,140 as follows:

A. Cash and cash equivalents:

Governmental Funds:

Supply Fund	\$ 64
Witness Fee Fund	26,195
Probation Fund	2,903
Juvenile Probation Fund	<u>299</u>
Total Governmental Funds	<u>29,461</u>

Fiduciary (Custodial) Funds:

Civil Fund	35,431
Fines Fund	22,998
Worthless Check Fund	<u>3,621</u>
Total Fiduciary (Custodial) Funds	<u>62,050</u>
Total – All Funds	<u>\$ 91,511</u>

These deposits with financial institutions are stated at cost, which approximates market value. At June 30, 2022, the carrying amount of the Court's deposits was \$100,140, and the collected bank balance was \$113,894. Under state law, these deposits (or resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent bank. These securities are held in the name of the Court in a holding or custodial bank that is mutually acceptable to both parties.

B. Investments

At June 30, 2022, the court held a certificate of deposit totaling \$8,629 in the Witness Fund. The investments are presented in the financial statements at fair value using level 2 fair value measure. Investments at June 30, 2022, consisted of certificates of deposit with maturities greater than 90 days. The certificates of deposit are carried at cost, which approximates market.

C. Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the government will not be able to recover its deposits. At year end, bank balances of \$113,894 were protected by federal depository insurance.

*Interest Rate Risk:* The Court's certificates of deposit have maturities of two years or less which limits exposure to fair value losses arising from rising interest rates.

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*Credit Risk:* The Court's investments comply with Louisiana Statutes (LSA R.S. 33:2955). Under state law, the Court may deposit funds with a fiscal agent organized under the laws of Louisiana, the laws of any other state in the union, or the laws of the United States. The Court may invest in United States bonds, treasury notes and bills, government backed agency securities, or certificates and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana.

(4) Expenditures of the Court paid by the City

The Court's administrative office is located in a building owned by the City. The costs of maintaining and operating the building, as required by statute, are paid by the City government and are not included in the accompanying financial statements.

(5) On-Behalf Payments for Salaries, Fringe Benefits and Other Expenses

The Court reports in the financial statement on-behalf salary, fringe benefit, and other expense payments made to the Court and its employees by the City of Springhill, the Webster Parish Police Jury, and the State of Louisiana. The State of Louisiana contributes pension amounts to the Louisiana State Employees' Retirement System on-behalf of Judge John B. Slattery. For the year ended June 30, 2022, the City of Springhill, Webster Parish Police Jury, and the State of Louisiana made supplementary salary, benefit, and other expense payments totaling approximately \$173,373 to the court and its employees.

(6) Capital Assets

Capital asset activity for the year ended June 30, 2022, was as follows:

	Balance at July 1, 2021	Additions	Deletions	Balance at June 30, 2022
Governmental Activities:				
Computer equipment and software	\$ 33,347	\$	\$	\$ 33,347
Office equipment	19,356			19,356
Totals at historical cost	<u>52,703</u>			<u>52,703</u>
Less accumulated depreciation				
Computer equipment and software	(27,606)	(2,391)		(29,997)
Office equipment	(18,322)			(18,322)
Total accumulated depreciation	<u>(45,928)</u>	<u>(2,391)</u>		<u>(48,319)</u>
Governmental activities capital assets, net	<u>\$ 6,775</u>	<u>\$ (2,391)</u>	<u>\$</u>	<u>\$ 4,384</u>

Depreciation expense for the year ended June 30, 2022, totaled \$2,391 and was charged to the general fund.

There were no major fixed asset additions for the year ended June 30, 2022.

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(7) Interfund Transfers

Interfund transfers for the year ended June 30, 2022 consisted of the following:

	<u>Transfer To</u>	<u>Transfer From</u>
Governmental Funds:		
General	\$ 15,698	\$
Probation Fund		10,898
Juvenile Probation Fund		4,800
	<u>\$ 15,698</u>	<u>\$ 15,698</u>

Transfers are used to move revenues from the fund that statute or budget requires to collect them to the fund that statute or budget requires to expend them.

(8) Interfund Balances

Interfund balances at June 30, 2022 consisted of the following:

	<u>Due To Other Fund</u>	<u>Due From Other Fund</u>
Governmental Funds:		
General	\$ 527	\$
Witness Fund		377
Probation Fund		117
Juvenile Probation Fund		33
	<u>\$ 527</u>	<u>\$ 527</u>

(9) Accrued Expenses

Accrued expenses at June 30, 2022, consisted of payroll taxes and benefits payable in the amount of \$3,364.

(10) Subsequent Events

Subsequent events have been evaluated through December 21, 2022, the date the financial statements were available to be issued.

(11) Deferred Inflows and Deferred Outflows of Resources

The Statement of Net Position reports deferred inflows of resources at June 30, 2022, consisting of the following:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Pension related – LASERS	\$ 9,078	\$ 12,198
Pension related - MERS	9,113	
	<u>\$ 18,191</u>	<u>\$ 12,198</u>

Information about each retirement plan is detailed in Note 13.

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(12) Long-term Liabilities

Long-term liability activity for the year ended June 30, 2022, was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Due Within One Year</u>
Net pension					
Liability - LASERS	\$	\$ 50,251	\$	\$ 50,251	\$
 Total long-term liabilities, governmental activities	 \$	 \$ 50,251	 \$	 \$ 50,251	 \$

(13) Pension Plan

**LOUISIANA STATE EMPLOYEES' RETIREMENT SYSTEM**

The Court participates in the Louisiana State Employees' Retirement System (LASERS or the System), a cost-sharing multiple-employer defined benefit pension plan established by Section 401 of Title 11 of the Louisiana Revised Statutes (La. R.S. 11:401) to provide retirement allowances and other benefits to eligible state officers, employees, and their beneficiaries.

**Plan Description**

The System was established for the purpose of providing retirement allowances and other benefits as stated under the provisions of La. R.S. 11:401, as amended, for eligible state officers, employees and their beneficiaries. The projection of benefit payments in the calculation of the total pension liability includes all benefits to be provided to current active and inactive employees through the System in accordance with the benefit terms and any additional legal agreements to provide benefits that are in force at the measurement date. The following is a description of the plan and its benefits and is provided for general information purposes only. Participants should refer to the appropriate statutes for more complete information.

**Retirement Benefits**

The age and years of creditable service required in order for a member to retire with full benefits are established by statute, and vary depending on the member's hire date, employer, and job classification. Our rank-and-file members hired prior to July 1, 2006, may either retire with full benefits at any age upon completing 30 years of creditable service, at age 55 upon completing 25 years of creditable service, and at age 60 upon completing ten years of creditable service depending on their plan. Those members hired between July 1, 2006 and June 30, 2015, may retire at age 60 upon completing five years of creditable service and those hired on or after July 1, 2015 may retire at age 62 upon completing five years of creditable service. The basic annual retirement benefit for members is equal to 2.5% to 3.5% of average compensation multiplied by the number of years of creditable service. Additionally, members may choose to retire with 20 years of service at any age, with an actuarially reduced benefit.

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Average compensation is defined as the member's average annual earned compensation for the highest 36 consecutive months of employment for members employed prior to July 1, 2006. For members hired July 1, 2006 or later, average compensation is based on the member's average annual earned compensation for the highest 60 consecutive months of employment. The maximum annual retirement benefit cannot exceed the lesser of 100% of average compensation or a certain specified dollar amount of actuarially determined monetary limits, which vary depending upon the member's age at retirement. Judges, court officers, and certain elected officials receive an additional annual retirement benefit equal to 1.0% of average compensation multiplied by the number of years of creditable service in their respective capacity. As an alternative to the basic retirement benefits, a member may elect to receive their retirement benefits throughout their life, with certain benefits being paid to their designated beneficiary after their death.

Act 992 of the 2010 Louisiana Regular Legislative Session, changed the benefit structure for LASERS members hired on or after January 1, 2011. This resulted in three new plans: regular, hazardous duty, and judges. The new regular plan includes regular members and those members who were formerly eligible to participate in specialty plans, excluding hazardous duty and judges. Regular members and judges are eligible to retire at age 60 after five years of creditable service and, may also retire at any age, with a reduced benefit, after 20 years of creditable service. Hazardous duty members are eligible to retire with twelve years of creditable service at age 55, 25 years of creditable service at any age or with a reduced benefit after 20 years of creditable service. Average compensation will be based on the member's average annual earned compensation for the highest 60 consecutive months of employment for all three new plans. Members in the regular plan will receive a 2.5% accrual rate, hazardous duty plan a 3.33% accrual rate, and judges a 3.5% accrual rate. The extra 1.0% accrual rate for each year of service for court officers, the governor, lieutenant governor, legislators, House clerk, sergeants at arms, or Senate secretary, employed after January 1, 2011, was eliminated by Act 992. Specialty plan and regular members, hired prior to January 1, 2011, who are hazardous duty employees have the option to transition to the new hazardous duty plan.

Act 226 of the 2014 Louisiana Regular Legislative Session established new retirement eligibility for members of LASERS hired on or after July 1, 2015, excluding hazardous duty plan members. Regular members and judges under the new plan are eligible to retire at age 62 after five years of creditable service and may also retire at any age, with a reduced benefit, after 20 years of creditable service. Average compensation will be based on the member's average annual earned compensation for the highest 60 consecutive months of employment. Members in the regular plan will receive a 2.5% accrual rate, and judges a 3.5% accrual rate, with the extra 1.0% accrual rate based on all years of service as a judge.

A member leaving employment before attaining minimum retirement age, but after completing certain minimum service requirements, becomes eligible for a benefit provided the member lives to the minimum service retirement age, and does not withdraw their accumulated contributions. The minimum service requirement for benefits varies depending upon the member's employer and service classification.

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**Deferred Benefits**

The State Legislature authorized LASERS to establish a Deferred Retirement Option Plan (DROP). When a member enters DROP, their status changes from active member to retiree even though they continue to work and draw their salary for a period of up to three years. The election is irrevocable once participation begins. During DROP participation, accumulated retirement benefits that would have been paid to each retiree are separately tracked. For members who entered DROP prior to January 1, 2004, interest at a rate of one-half percent less than the System's realized return on its portfolio (not to be less than zero) will be credited to the retiree after participation ends. At that time, the member must choose among available alternatives for the distribution of benefits that have accumulated in the DROP account. Members who enter DROP on or after January 1, 2004, are required to participate in LASERS Self-Directed Plan (SDP) which is administered by a third-party provider. The SDP allows DROP participants to choose from a menu of investment options for the allocation of their DROP balances. Participants may diversify their investments by choosing from an approved list of mutual funds with different holdings, management styles, and risk factors.

Members eligible to retire and who do not choose to participate in DROP may elect to receive at the time of retirement an initial benefit option (IBO) in an amount up to 36 months of benefits, with an actuarial reduction of their future benefits. For members who selected the IBO option prior to January 1, 2004, such amount may be withdrawn or remain in the IBO account earning interest at a rate of one-half percent less than the System's realized return on its portfolio (not to be less than zero). Those members who select the IBO on or after January 1, 2004, are required to enter the SDP as described above.

**Disability Benefits**

Generally, active members with ten or more years of credited service who become disabled may receive a maximum disability retirement benefit equivalent to the regular retirement formula without reduction by reason of age.

Upon reaching retirement age, the disability retiree may receive a regular retirement benefit by making application to the Board of Trustees.

For injuries sustained in the line of duty, hazardous duty personnel in the Hazardous Duty Services Plan will receive a disability benefit equal to 75% of final average compensation or 100% of final average compensation if the injury was the result of an intentional act of violence.

**Survivor's Benefits**

Certain eligible surviving dependents receive benefits based on the deceased member's compensation and their relationship to the deceased. The deceased regular member hired before January 1, 2011, who was in state service at the time of death, must have a minimum of five years of service credits, at least two of which were earned immediately prior to death, or who had a minimum of twenty years of service credit, regardless of when earned, in order for a benefit to be paid to a minor or handicapped child. Benefits are payable to an unmarried child until age 18, or age 23 if the child remains a full-time student. The aforementioned minimum service credit requirement is ten years for a surviving spouse with no minor children, and benefits are to be paid for life to the spouse or qualified handicapped child.

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The deceased regular member hired on or after January 1, 2011, must have a minimum of five years of service credit regardless of when earned in order for a benefit to be paid to a minor child. The aforementioned minimum service credit requirements for a surviving spouse are 10 years, 2 years being earned immediately prior to death, and in active state service at the time of death, or a minimum of 20 years of service credit regardless of when earned.

A deceased member's spouse must have been married for at least one year before death.

A Hazardous Duty Services Plan member's surviving spouse and minor or handicapped or mentally incapacitated child or children are entitled to survivor benefits of 80% of the member's final average compensation if the member was killed in the line of duty. If the member dies in the line of duty as a result of an intentional act of violence, survivor benefits may be increased to 100% of the member's final average compensation.

**Permanent Benefit Increases/Cost-of-Living Adjustments**

As fully described in Title 11 of the Louisiana Revised Statutes, the System allows for the payment of permanent benefit increases, also known as cost-of-living adjustments (COLAs), which are funded through investment earnings when recommended by the Board of Trustees and approved by the State Legislature.

**Employer Contributions**

The employer contribution rate is established annually under Louisiana Revised Statute 11:101-11:104 by the Public Retirement Systems' Actuarial Committee (PRSAC), taking into consideration the recommendation of the System's Actuary. Each plan pays a separate actuarially-determined employer contribution rate. However, all assets of LASERS are used for the payment of benefits for all classes of members, regardless of their plan membership. Rates for the year ended June 30, 2021, are as follows:

Plan	Plan Status	Employee Rate	Employer Rate
Judges hired before 1/1/2011	Closed	11.50%	42.50%
Judges hired after 12/31/2010	Closed	13.00%	43.60%
Judges hired on or after 7/1/15	Open	13.00%	43.60%

The Court's contractually required contribution rate for the period July 2020 through June 2021 was 43.60%, and for the period July 2021 through June 2022 is 43.00%, of annual payroll, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any Unfunded Actuarial Accrued Liability. The Court's contributions to the System for the years ended June 30, 2022, 2021, and 2020 were \$7,797, \$6,832, and \$0, respectively. Included in accrued expenses at June 30, 2022, is \$785 of employer contributions due for the month of June 2022, which were paid in July 2022.

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**Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions**

At June 30, 2022, the Court reported a liability of \$50,251 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2021, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Court's proportion of the net pension liability was based on a projection of the Court's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. The employer's proportion was determined on a basis that is consistent with the manner in which contributions to the pension plan are determined. At June 30, 2021, the Court's proportion was .00091%.

For the year ended June 30, 2022, the Court recognized pension expense of \$53,843, plus employer's amortization of change in proportionate share and the difference between employer contributions and proportionate share of contributions of \$(472).

At June 30, 2022, the Court reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 50	\$
Differences due to change in assumptions	1,231	
Net difference between projected and actual earnings on pension plan investments		11,719
Changes in proportion and differences between employer contributions and proportionate share of contributions		479
Employer contributions subsequent to the measurement date	7,797	
Total	<u>\$ 9,078</u>	<u>\$ 12,198</u>

The Court reported a total of \$7,797 as deferred outflow of resources related to pension contributions made subsequent to the measurement period of June 30, 2021, which will be recognized as a reduction in net pension liability in the year ended June 30, 2023. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expenses as follows:

<u>Year</u>	<u>Amount</u>
2023	\$ (1,232)
2024	(1,806)
2025	(2,662)
2026	(5,217)
Total	<u>\$ (10,917)</u>

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**Actuarial Methods and Assumptions**

A summary of the actuarial methods and assumptions used in determining the total pension liability as of June 30, 2021 are as follows:

<b>Valuation Date</b>	June 30, 2021
<b>Actuarial Cost Method</b>	Entry Age Normal
<b>Actuarial Assumptions:</b>	
<b>Expected Remaining Service Lives</b>	2 years
<b>Investment Rate of Return</b>	7.40% per annum
<b>Inflation Rate</b>	2.3% per annum
<b>Mortality</b>	<p><b>Non-disabled members</b> – The RP-2014 Blue Collar (males/females) and White Collar (females) Healthy Annuitant Tables projected on a fully generational basis by Mortality Improvement Scale MP-2018.</p> <p><b>Disabled members</b> – Mortality rates based on the RP-2000 Disabled Retiree Mortality Table, with no projection for mortality improvement.</p>
<b>Termination, Disability, and Retirement</b>	Termination, disability, and retirement assumptions were projected based on a five-year (2014-2018) experience study of the System's members.
<b>Salary Increases</b>	Salary increases were projected on a 2014-2018 experience study of the System's members. The salary increase ranges for judges ranged from a lower range of 2.6% to an upper range of 5.1%.
<b>Cost of Living Adjustments</b>	The present value of future retirement benefits is based on benefits currently being paid by the System and includes previously granted cost of living increases. The projected benefit payments do not include provisions for potential future increases not yet authorized by the Board of Trustees as they were deemed not to be substantively automatic.

The long-term expected rate of return on pension plan investments was determined using a building block method in which best-estimates ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation of 2.3% and an adjustment for the effect of rebalancing/diversification. The resulting expected long-term rate of return is 7.61% for 2021. Best estimates of geometric real rates of return for each major asset class included in the System's target asset allocation as of June 30, 2021 are summarized in the following table:

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**Expected Long Term Real Rates of Return**

<u>Asset Class</u>	<u>2021</u>
Cash	(0.29%)
Domestic Equity	4.09%
International Equity	5.12%
Domestic Fixed Income	0.49%
International Fixed Income	3.94%
Alternative Investments	6.93%
<b>Total Fund</b>	<b>5.81%</b>

The discount rate used to measure the total pension liability was 7.40%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers will be made at the actuarially determined rates approved by PRSAC, taking into consideration the recommendation of the System's actuary. Based on those assumptions, the System's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

**Sensitivity to Changes in Discount Rate**

The following presents the Court's proportionate share of the net pension liability using the discount rate of 7.40%, as well as what the Court's proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current rate.

	<u>Changes in Discount Rate</u>		
	1% Decrease	Current Discount Rate	1% Increase
2021 Employer Net Pension Liability	<u>6.40%</u> \$ 68,087	<u>7.40%</u> \$ 50,251	<u>8.40%</u> \$ 35,076

**Change in Net Pension Liability**

The changes in the net pension liability for the year ended June 30, 2021 were recognized as pension expense or benefit in the current reporting period except as follows:

**Differences between Expected and Actual Experience**

Differences between expected and actual experience with regard to economic or demographic factors in the measurement of the total pension liability were recognized in pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the pension plan.

**Differences between Projected and Actual Investment Earnings**

Differences between projected and actual investment earnings on pension plan investments were recognized in pension expense using the straight-line amortization method over a closed five-year period.

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Changes in Actuarial Assumptions:

Changes in actuarial assumptions related to inflation and salary factors in the measurement of the total pension liability were recognized in pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the pension plan.

**Pension Plans Fiduciary Net Positions**

Detailed information about the LASERS fiduciary net positions is available in a stand-alone audit report on their financial statements for the year ended June 30, 2021. Access to these reports can be found on the Louisiana Legislative Auditor's website, [www.la.gov](http://www.la.gov) and the System's website, <http://www.lasersonline.org/site.php>.

**MUNICIPAL EMPLOYEES RETIREMENT SYSTEM**

**Plan Description**

The Municipal Employees' Retirement System of Louisiana is the administrator of a cost-sharing, multiple-employer defined benefit pension plan. The System was originally established by Act 356 of the 1954 regular session of the Legislature of the State of Louisiana to provide retirement benefits to employees of all incorporated villages, towns, and cities within the State which do not have their own retirement system and which elect to become members of the System. Effective October 1, 1978, under Act 788, the "regular plan" and the "supplemental plan" were replaced and are now known as Plan "A" and Plan "B". Plan A combines the original plan and the supplemental plan for those municipalities participating in both plans, while Plan B participates in only the original plan. Employees of the Court are members of Plan B.

Eligibility Requirements:

Membership is mandatory as a condition of employment beginning on the date employed if the employee is on a permanent basis working at least thirty-five hours per week. Those individuals paid jointly by a participating employer and a parish are not eligible for membership in the System with exceptions as outlined in the statutes. Any person eligible for membership but whose first employment making him eligible for membership in the System occurred on or after January 1, 2013 shall become a member of the MERS Plan A Tier 2 or MERS Plan B Tier 2 of System as a condition of employment.

Retirement Benefits:

Benefit provisions are authorized within Act 356 of the 1954 regular session and amended by LRS 11:1756-1785. The following brief description of the plan and its benefits is provided for general information purposes only. Participants should refer to the appropriate statutes for more complete information.

Any member of Plan B who commenced participation in the System prior to January 1, 2013 can retire providing the member meets one of the following criteria:

1. Any age with thirty (30) years of creditable service.
2. Age 60 with a minimum of ten (10) or more years of creditable service.

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June 30, 2022  
(Continued)

Generally, the monthly amount of the retirement allowance for any member of Plan B shall consist of an amount equal to two percent of the member's final compensation multiplied by his years of creditable service. Final compensation is the average monthly earnings during the highest sixty consecutive months or joined months if service was interrupted. However, under certain conditions as outlined in the statutes, the benefits are limited to specific amounts.

Any member of Plan B Tier 2 shall be eligible for retirement if the employee meets one of the following criteria:

1. Age 67 with seven (7) or more years of creditable service
2. Age 62 with ten (10) or more years of creditable service
3. Age 55 with thirty (30) or more years of creditable service
4. Any age with twenty-five (25) years of creditable service, exclusive of military service and unused annual and sick leave, with an actuarially reduced early benefit.

The monthly amount of the retirement allowance for any member of Plan B Tier 2 shall consist of an amount equal to two percent of the member's final compensation multiplied by his years of creditable service. Final compensation is the average monthly earnings during the highest sixty consecutive months or joined months if service was interrupted. However, under certain conditions as outlined in the statutes, the benefits are limited to specific amounts.

Survivor Benefits:

Upon death of any member of Plan B with five (5) or more years of creditable service, not eligible for retirement, the plan provides for benefits for the surviving spouse as outlined in the statutes. Any member of Plan B, who is eligible for normal retirement at time of death and who leaves a surviving spouse, will be deemed to have retired and selected Option 2 benefits on behalf of the surviving spouse on the date of death. Such benefits will begin only upon proper application and are paid in lieu of any other survivor benefits.

DROP Benefits:

In lieu of terminating employment and accepting a service retirement allowance, any member of Plan B who is eligible to retire may elect to participate in the deferred retirement option plan (DROP) for up to three years and defer the receipt of benefits. During participation in the plan, employer contributions are payable but employee contributions cease. The monthly retirement benefits that would be payable, had the person elected to cease employment and receive a service retirement allowance, are paid into the DROP Fund. Interest is earned when the member has completed DROP participation. Interest earnings are based upon the actual rate of return on the investments identified as DROP funds for the period. In addition, no cost-of-living increases are payable to participants until employment which made them eligible to become members of the System has been terminated for at least one full year. Upon termination of employment prior to or at the end of the specified period of participation, a participant in the DROP may receive, at his option, a lump sum from the account equal to the payments into the account, a true annuity based upon his account balance in that fund, or any other method of payment if approved by the board of trustees. If a participant dies during participation in the DROP, a lump sum equal to the balance in his account shall be paid to his named beneficiary or, if none, to his estate. If employment is not terminated at the end of the three years, payments into the DROP fund cease and the person resumes active contributing membership in the System.

(Continued)



Springhill City Court  
A Component Unit of the City of Springhill, Louisiana  
Notes to the Financial Statements  
June 30, 2022  
(Continued)

**Disability Benefits:**

For Plan B, a member shall be eligible to retire and receive a disability benefit if he has at least ten years of creditable service, is not eligible for normal retirement, and has been officially certified as disabled by the State Medical Disability Board. Upon retirement caused by disability, a member of Plan B shall be paid a disability benefit equal to the lesser of (1) an amount equal to two percent of his final compensation multiplied by his years of credible service, not less than thirty percent of his final compensation, or (2) an amount equal to what the member's normal retirement benefit would be based on the member's current final compensation, but assuming the member remained in continuous service until his earliest normal retirement age and using those retirement benefits computation factors which would be applicable to the member's normal retirement.

**Cost of Living Increases:**

The System is authorized under state law to grant a cost of living increase to members who have been retired for at least one year. The adjustment cannot exceed 2% of the retiree's original benefit for each full calendar year since retirement and may only be granted if sufficient funds are available from investment income in excess of normal requirements. State law allows the System to grant an additional cost of living increase to all retirees and beneficiaries who are age sixty-five and above equal to 2% of the benefit being received on October 1, 1977, or the original benefit, if retirement commenced after that date.

**Deferred Benefits:**

Both plans provide for deferred benefits for members who terminate before being eligible for retirement. Once the member reaches the appropriate age for retirement, benefits become payable. Benefits are based on statutes in effect at time of withdrawal.

**Employer Contributions**

Contributions for all members are established by statute. For the year ended June 30, 2021, member contributions were at 5% of earnable compensation for Plan B. The contributions are deducted from the member's salary and remitted by the participating municipality. According to state statute, contribution requirements for all employers are actuarially determined each year. For the year ended June 30, 2021, the employer contribution rate was 15.50% of members earnings for Plan B. For the plan year beginning July 1, 2021, the actual employer contribution rate is 15.50%. The Court's contributions to the System for the years ended June 30, 2022, 2021, and 2020, were \$9,113, \$0, and \$0, respectively.

**Non-Employer Contributions**

In accordance with state statute, the System also receives one-fourth (1/4) of ad valorem taxes collected within the respective parishes except for Orleans. Tax monies are apportioned between Plan A and Plan B in proportion to salaries of plan participants. The System also receives revenue sharing funds each year as appropriated by the Legislature. These additional sources of income are used as additional employer contributions and considered support from non-employer contributing entities. Non-employer contributions totaling \$0 are recognized as revenue during the year ended June 30, 2022 and excluded from pension expense.

(Continued)



Springhill City Court  
A Component Unit of the City of Springhill, Louisiana  
Notes to the Financial Statements  
June 30, 2022  
(Continued)

**Pension Liabilities, Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions**

The Court began contributing to the Municipal Employees' Retirement System in August 2021. At June 30, 2022, the Court reported a liability of \$0 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2021, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The historical employer contributions are used to determine the proportionate relationship of each employer to all employers of Municipal Employees' Retirement System.

The schedule of employer allocations reports the employer contributions in addition to the employer allocation percentage. The employer contributions are used to determine the proportionate relationship of each employer to all employers of the System. The allocation percentages were used in calculating each employer's proportionate share of the pension amounts. The allocation method used in determining each employer's proportion was based on the employer's contribution effort to the plan for the fiscal year ended June 30, 2021 as compared to the total of all employer's contribution effort to the plan for fiscal year ended June 30, 2021. The employer's contribution effort was based on actual employer contributions made to the System for the fiscal year ended June 30, 2021. The Court's proportion as measured at June 30, 2021, was .0%.

For the year ended June 30, 2021, the Court recognized pension expense of \$0, plus employer's amortization of change in proportionate share and the difference between employer contributions and proportionate share of contributions, \$0.

At June 30, 2022, the Court reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Employer contributions subsequent to the measurement		
Date	\$ 9,113	\$
Total	<u>\$ 9,113</u>	<u>\$</u>

The Court reported a total of \$9,113 as deferred outflow of resources related to pension contributions made subsequent to the measurement period of June 30, 2021, which will be recognized as a reduction in net pension liability in the year ended June 30, 2023.

(Continued)

Springhill City Court  
A Component Unit of the City of Springhill, Louisiana  
Notes to the Financial Statements  
June 30, 2022  
(Continued)

**Actuarial Methods and Assumptions**

The net pension liability was measured as the portion of the present value of projected benefit payments to be provided through the pension plan to current active and inactive employees that is attributed to those employees' past periods of service, less the amount of the pension plan's fiduciary net position. A summary of the actuarial methods and assumptions used in determining the total pension liability as of June 30, 2021, are as follows:

Valuation Date	June 30, 2021
Actuarial Cost Method	Entry Age Normal
Expected Remaining Service Lives	3 years
Investment Rate of Return	6.85%, net of pension plan investment expense, including inflation
Inflation Rate	2.5%
Salary increases, including inflation and merit increases:	
1 to 4 years of service	7.4% - Plan B
More than 4 years of service	4.9% - Plan B
Annuitant and beneficiary mortality	PubG-2010(B) Healthy Retiree table set equal to 120% for males and females, each adjusted using their respective male and female MP2018 scales.
Employee mortality	PubG-2010(B) Healthy Retiree table set equal to 120% for males and females, each adjusted using their respective male and female MP2018 scales.
Disabled lives mortality	PubNS-2010(B) Disabled Retiree table set equal to 120% for males and females with full generational MP2018 scale.

(Continued)



Springhill City Court  
A Component Unit of the City of Springhill, Louisiana  
Notes to the Financial Statements  
June 30, 2022  
(Continued)

*Discount Rate*

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimates ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation and an adjustment for the effect of rebalancing/diversification.

The target allocation and best estimates of arithmetic real rates of return for each major asset class included in the System's target asset allocation as of June 30, 2021 are summarized in the following table:

	Target Asset <u>Allocation</u>	Long-Term Expected Portfolio Real Rate of <u>Return</u>
Public equity	53%	2.31%
Public fixed income	38%	1.65%
Alternatives	9%	.39%
Totals	<u>100%</u>	<u>4.35%</u>
Inflation		<u>2.60%</u>
Expected Arithmetic Nominal Return		<u>6.95%</u>

The discount rate used to measure the total pension liability was 6.85% for the year ended June 30, 2021. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers will be made at the actuarially determined rates, which are calculated in accordance with relevant statutes and approved by the Board of Trustees and the Public Retirement Systems' Actuarial Committee. Based on those assumptions, the System's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

**Sensitivity to Changes in Discount Rate**

The following presents the net pension liability of the participating employers calculated using the discount rate of 6.85%, as well as what the employers' net pension liability would be if it were calculated using a discount rate that is one percentage point lower (5.85%), or one percentage point higher (7.85%) than the current rate (assuming all other assumptions remain unchanged). Changes in net pension liability from changes in the discount rate as of Jun 30, 2021 are as follows:

	<u>Changes in Discount Rate</u>		
	1% Decrease <u>5.85%</u>	Current Discount Rate <u>6.85%</u>	1% Increase <u>7.85%</u>
Net Pension Liability	\$ 0	\$ 0	\$ 0

(Continued)



Springhill City Court  
A Component Unit of the City of Springhill, Louisiana  
Notes to the Financial Statements  
June 30, 2022  
(Continued)

**Changes in Net Pension Liability**

The changes in the net pension liability for the year ended June 30, 2022 were recognized in the current reporting period except as follows:

*Differences between Expected and Actual Experience:*

The differences between expected and actual experience with regard to economic or demographic factors in the measurement of the total pension liability were recognized as pension benefit using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the pension plan.

*Differences between Projected and Actual Investment Earnings:*

The differences between projected and actual investment earnings on pension plan investments were recognized in pension expense using the straight-line amortization method over a closed five-year period.

*Changes of Assumptions:*

The changes of assumptions about future economic or demographic factors were recognized in pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the pension plan.

*Changes in Proportion:*

Changes in the employer's proportionate share of the collective net pension liability and collective deferred outflows of resources and deferred inflows of resources since the prior measurement date were recognized in employer's pension expense (benefit) using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided pensions through the pension plan.

**Contributions – Proportionate Share**

Differences between contributions remitted to the System and the employer's proportionate share are recognized in pension expense (benefit) using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with a pension through the pension plan.

**Pension Plan Fiduciary Net Position**

Plan fiduciary net position is a significant component of the System's collective net pension liability. The System's plan fiduciary net position was determined using the accrual basis of accounting. The System's assets, liabilities, revenues and expenses were recorded with the use of estimates and assumptions in conformity with accounting principles generally accepted in the United States of America. Such estimates primarily related to unsettled transactions and events as of the date of the financial statements and estimates over the determination of the fair market value of the System's investments. Accordingly, actual results may differ from estimated amounts. The Plan's fiduciary net position has been determined on the same basis as that used by the plan. Detailed information about the fiduciary net position is available in a stand-alone audit report on their financial statements for the year ended June 30, 2021. Access to these reports can be found on the Louisiana Legislative Auditor's website, [www.la.la.gov](http://www.la.la.gov).



Springhill City Court  
A Component Unit of the City of Springhill, Louisiana  
Required Supplementary Information  
Budgetary Comparison Schedule  
General Fund  
For the Year Ended June 30, 2022

	Budget Original	Budget Final	Actual (Budgetary Basis)	Variance- Favorable (Unfavorable)
Revenues:				
Fines and court costs	\$ 65,000	\$ 71,900	\$ 71,769	\$ (131)
Interest income	15	6	6	
Intergovernmental	50,000	63,500	63,478	(22)
Miscellaneous	1,300	1,113	1,060	(53)
Total revenues	<u>116,315</u>	<u>136,519</u>	<u>136,313</u>	<u>(206)</u>
Expenditures:				
General government:				
Accounting	18,000	20,450	19,736	714
Dues	1,100	1,175	1,170	5
Library	2,850	200	140	60
Office expense	11,000	11,050	11,665	(615)
Salaries	79,500	82,700	82,628	72
Retirement	7,600	16,300	16,125	175
Taxes - payroll	6,200	6,350	6,321	29
Telephone	1,900	2,000	1,976	24
Travel, seminars, and meetings	11,800	12,700	12,653	47
Total expenditures	<u>139,950</u>	<u>152,925</u>	<u>152,414</u>	<u>511</u>
Excess of revenues over expenditures	(23,635)	(16,406)	(16,101)	305
Other financing sources (uses):				
Transfers in	<u>24,500</u>	<u>15,700</u>	<u>15,698</u>	<u>(2)</u>
Total other financing sources (uses)	<u>24,500</u>	<u>15,700</u>	<u>15,698</u>	<u>(2)</u>
Excess (deficiency) of revenues and other sources over expenditures and other uses	865	(706)	(403)	303
Fund balance at beginning of year	<u>4,286</u>	<u>5,151</u>	<u>467</u>	<u>(4,684)</u>
Fund balance at end of year	<u>\$ 5,151</u>	<u>\$ 4,445</u>	<u>\$ 64</u>	<u>\$ (4,381)</u>

See accompanying note to the required supplementary schedule.

Springhill City Court  
A Component Unit of the City of Springhill, Louisiana  
Required Supplementary Information  
Budgetary Comparison Schedule  
Witness Fund  
For the Year Ended June 30, 2022

	Budget Original and Final	Budget Original and Final	Actual (Budgetary Basis)	Variance- Favorable (Unfavorable)
Revenues:				
Fines and court costs	\$ 3,400	\$ 2,850	\$ 2,866	\$ 16
Interest	20	26	26	
Total revenues	<u>3,420</u>	<u>2,876</u>	<u>2,892</u>	<u>16</u>
Expenditures:				
General government:				
Witness fees	<u>1,600</u>	<u>1,950</u>	<u>1,950</u>	
Total expenditures	<u>1,600</u>	<u>1,950</u>	<u>1,950</u>	
Excess of revenues over expenditures	1,820	926	942	16
Fund balance at beginning of year	<u>31,200</u>	<u>33,020</u>	<u>33,882</u>	<u>862</u>
Fund balance at end of year	<u>\$ 33,020</u>	<u>\$ 33,946</u>	<u>\$ 34,824</u>	<u>\$ 878</u>

See accompanying note to the required supplementary schedule.



Springhill City Court  
A Component Unit of the City of Springhill, Louisiana  
Notes to Budgetary Comparison Schedules  
For the Year Ended June 30, 2022

Budget comparison statements included in the accompanying financial statements include the original and amended budgets. There was one amendment to the budget for the year ended June 30, 2022. The Court's budgets are prepared on the cash basis of accounting for all funds. The following schedule reconciles excess (deficiency) of revenues and other sources over expenditures and other uses on the statement of revenues, expenditures and changes in fund balances (budget basis) with the amounts shown on the statement of revenues, expenditures and changes in fund balances (GAAP basis):

	General	Witness
	<u>Fund</u>	<u>Fund</u>
Excess (deficiency) of revenues and other sources over expenditures and other uses (budgetary basis)	\$ ( 403)	\$ 942
Adjustments:		
Revenue accruals – net	( 176)	85
Expenditure accruals – net	<u>( 1,434)</u>	<u>          </u>
Excess (deficiency) of revenues and other sources over expenditures and other uses (GAAP basis)	<u>\$ ( 2,013)</u>	<u>\$ 1,027</u>

Springhill City Court  
A Component Unit of the City of Springhill, Louisiana  
Schedule of Proportionate Share of Net Pension Liability  
For the Year Ended June 30, 2022

<u>Year Ended June 30</u>	<u>Proportion of the net pension liability</u>	<u>Proportionate share of the net pension liability</u>	<u>Covered-employee payroll</u>	<u>Proportionate share of the net pension liability as a percentage of its covered-employee payroll</u>	<u>Plan fiduciary net position as a percentage of the total pension liability</u>
<u>Louisiana State Employees' Retirement System</u>					
2022	0.000910%	\$ 50,251	\$ 15,669	320.70%	72.80%
2021	0.000000%			0.00%	0.00%
2020	0.001400%	101,646	22,326	491.35%	62.90%
2019	0.000000%			0.00%	0.00%
2018	0.000000%			0.00%	0.00%
2017	0.000000%			0.00%	0.00%
2016	0.001870%	126,916	43,946	288.80%	62.70%
2015	0.001890%	118,055	43,946	268.64%	65.00%
<u>Municipal Employees Retirement System</u>					
2022	0.000000%	\$	\$	0.00%	79.14%

\*Amounts presented were determined as of the measurement date.

Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.



Springhill City Court  
A Component Unit of the City of Springhill, Louisiana  
Schedule of Contributions  
For the Year Ended June 30, 2022

<u>Year Ended June 30</u>	<u>Statutorily Required Contribution</u>	<u>Contributions in relation to the statutorily required contribution</u>	<u>Contribution Deficiency (Excess)</u>	<u>Covered-employee payroll</u>	<u>Contributions as a percentage of covered-employee payroll</u>
<u>Louisiana State Employees' Retirement System</u>					
2022	\$ 7,797	\$ 7,797	\$	\$ 18,132	43.00%
2021					0.00%
2020	8,771	8,771		20,687	42.40%
2019	8,953	8,953		22,326	40.10%
2018					0.00%
2017					0.00%
2016	1,902	1,902		4,992	38.10%
2015	18,237	18,237		43,946	41.50%
<u>Municipal Employees Retirement System</u>					
2022	\$ 9,113	\$ 9,113	\$	\$ 30,892	29.50%

\*Amounts presented were determined as of the end of the fiscal year (June 30).

Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

Springhill City Court  
A Component Unit of the City of Springhill, Louisiana  
Schedule of Compensation, Benefits, and other Payments to Agency Head  
For the Year Ended June 30, 2022

Agency Head: Judge Stuart W. McMahan

**SECTION I**

**Paid by the City of Springhill City Court**

<b>Purpose</b>	<u>Amount</u>
Salary	\$ 18,132
Benefits - retirement	7,797
Travel	5,326
Car Allowance	750

**SECTION II**

**Paid by the City of Springhill**

<b>Purpose</b>	
Salary	9,528
Benefits - Health	7,890

**Paid by Webster Parish Police Jury**

<b>Purpose</b>	
Salary	4,800
Retirement	2,064



Springhill City Court  
A Component Unit of the City of Springhill, Louisiana  
Other Supplementary Information  
Justice System Funding Schedule  
Collecting/Disbursing Schedule  
As Required by Act 87 of the 2020 Regular Legislative Session  
For the Year Ended June 30, 2022

Cash Basis Presentation	July 2021 - December 2021	January 2022 - June 2022
<b>Beginning Balance of Amounts Collected (i.e. cash on hand)</b>	<b>\$ 95,395</b>	<b>\$ 99,257</b>
<b>Add: Collections</b>		
Civil Fees (including refundable amounts such as garnishments or advance deposits)	32,672	32,116
Criminal Fines - Other	102,219	80,531
Witness Fees - Criminal Court Costs - Other	1,558	1,278
Juvenile Probation Fees	1,760	3,115
Probation Fees	2,612	4,190
Interest Earnings on Collected Balances	28	31
<b>Subtotal Collections</b>	<b>140,849</b>	<b>121,261</b>
<b>Less: Disbursements to Governments and Nonprofits:</b>		
Springhill City Marshal - Civil Fees	5,997	6,398
Lafayette Parish Sheriff's Office - Civil Fees		15
Calcasieu Parish Sheriff - Civil Fees	183	
Ouachita Parish Sheriff - Civil Fees	53	
Ward One Webster Parish Marshal - Civil Fees	254	62
Richland Parish Sheriff's Office - Civil Fees	30	
Bossier Parish Sheriff - Civil Fees	152	48
Claiborne Parish Sheriff - Civil Fees	47	306
East Baton Rouge Parish Sheriff - Civil Fees	211	40
Rapides Parish Sheriff's Office - Civil Fees	36	100
Shreveport City Marshal - Civil Fees	90	30
Webster Parish Clerk of Court - Civil Fees	215	105
City of Springhill - Criminal Fines - Other	7,052	6,018
Town of Cotton Valley - Criminal Fines - Other	62	
Town of Cullen - Criminal Fines - Other	9,197	9,121
LA Commission on Law Enforcement - Criminal Court Costs/Fees	1,733	1,163
Louisiana Supreme Court Judicial College - Criminal Court Costs/Fees	145	115
D.A.R.E - Criminal Court Costs/Fees	1,900	1,300
Office of the District Attorney - Criminal Court Costs/Fees	3,926	3,022
Indigent Defender Board - Criminal Court Costs/Fees	12,195	9,855
Ward Marshal - Criminal Court Costs/Fees	10,257	9,777
LRS - THS/SCI T.F. - Criminal Court Costs/Fees	460	315

(Continued)

Springhill City Court  
A Component Unit of the City of Springhill, Louisiana  
Other Supplementary Information  
Justice System Funding Schedule  
Collecting/Disbursing Schedule  
As Required by Act 87 of the 2020 Regular Legislative Session  
For the Year Ended June 30, 2022  
(Continued)

Ware Youth Center - Criminal Court Costs/Fees	2,033	1,642
Northwest Louisiana Crime Lab - Criminal Court Costs/Fees	10,850	8,500
State of Louisiana - CMIS - Criminal Court Costs/Fees	813	657

**Less: Amounts Retained by Collecting Agency**

Amounts "Self-Disbursed" to Collecting Agency		
Criminal Fines - Other	25,050	19,780
Civil fees	12,268	14,583
Juvenile probation fees	1,809	3,000
Probation fees	6,467	4,911

**Less: Disbursements to Individuals/3rd Party Collection or Processing Agencies**

Civil Fee Refunds	12,410	10,751
Restitution - Criminal Fines	314	1,431
Fines refunds	9,578	6,647
Other disbursements to individuals	1,200	750

<b>Subtotal Disbursements/Retainage</b>	136,987	120,442
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**Total: Ending Balance of Amounts Collected but not Disbursed/Retained  
(i.e. cash on hand)**

	\$ 99,257	\$ 100,076
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**Ending Balance of "Partial Payments" Collected  
but not Disbursed**

	-	-
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**Other Information:**

Ending Balance of Total Amounts Assessed but not yet Collected (i.e. receivable balance)	-	-
Total Waivers During the Fiscal Period (i.e. non-cash reduction of receivable balances, such as time served or community service)	-	-



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SOCIETY OF LOUISIANA  
CERTIFIED PUBLIC ACCOUNTANTS

Report on Internal Control Over Financial Reporting and on Compliance  
and Other Matters Based on an Audit of Financial Statements  
Performed In Accordance With Government Auditing Standards

Independent Auditors' Report

Stuart W. McMahan  
Springhill City Court Judge  
Springhill City Court

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*), the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Springhill City Court as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Springhill City Court's basic financial statements, and have issued our report thereon dated December 21, 2022.

## Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Springhill City Court's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Springhill City Court's internal control. Accordingly, we do not express an opinion on the effectiveness of the Springhill City Court's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of the internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We identified a certain deficiency in internal control, described in the accompanying Schedule of Current Year Audit Findings as item 2022-001 that we consider to be a material weakness.

## **Report on Compliance and Other Matters**

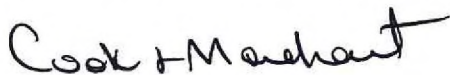
As part of obtaining reasonable assurance about whether Springhill City Court's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## **Springhill City Court's Response to Finding**

*Government Auditing Standards* requires the auditor to perform limited procedures on the Springhill City Court's response to the finding identified in our audit and described in the accompanying Schedule of Current Year Audit Findings. Springhill City Court's response was not subjected to other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

## **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Cook & Morehart  
Certified Public Accountants  
December 21, 2022



Springhill City Court  
Springhill, Louisiana  
Summary Schedule of Prior Year Audit Findings  
For Louisiana Legislative Auditor  
June 30, 2022

There was one finding for the prior year audit for the year ended June 30, 2021.

2021-001 – Material Weakness – Segregation of Duties

*Material Weakness:* During our audit, we noted a lack of segregation of duties with regards to receipts of civil fees and fines. We noted that the individual responsible for collecting the fees and fines was also responsible for depositing the funds and recording the deposits into the agency's general ledger. There was no independent review of the deposits to the subsidiary records for the civil and fines funds.

*Recommendation:* We recommend a proper segregation of duties with regards to receipts of fees and fines, to include a review of deposits to the subsidiary records by someone independent of the collection process.

*Current Status:* See finding in current year audit.

Schedule of Current Year Audit Findings  
For Louisiana Legislative Auditor  
June 30, 2022

There is one finding for the current year audit for the year ended June 30, 2022, as follows:

2022-001 – Material Weakness – Segregation of Duties

*Material Weakness:* During our audit, we noted a lack of segregation of duties with regards to receipts of civil fees and fines. We noted that one of the individuals responsible for collecting the fees and fines was also responsible for depositing the funds and recording the deposits into the agency's general ledger. There was no independent review of the deposits to the subsidiary records for the civil and fines funds.

*Criteria:* Appropriate controls should be in place over the collection process which provide for a review of collections of daily work by someone not involved in the collection process, including a reconciliation of daily work and subsidiary records.

*Cause:* One of the employees responsible for receiving fees and fines was also responsible for recording receipts in the subsidiary records and the general ledgers. There was no independent review of the deposits to the subsidiary records for the civil and fines funds.

*Effect:* A lack of segregation of duties over receipts existed. As a result, conditions could exist whereby collections were not deposited or were not recorded properly.

*Recommendation:* We recommend a proper segregation of duties with regards to receipts of fees and fines, to include a review of deposits to the subsidiary records by someone independent of the collection process.

*Management Response:* The Court will establish a proper segregation of duties with regards to receipts. Such duties will include a reconciliation of receipts to the subsidiary records and general ledgers by someone independent of the collection process.

# COOK & MOREHART

*Certified Public Accountants*

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## Independent Accountants' Report on Applying Agreed-Upon Procedures

Judge Stuart W. McMahan.

Springhill City Court  
Springhill, Louisiana  
and the Louisiana Legislative Auditor

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period July 1, 2021 through June 30, 2022. The Springhill City Court's (The Court) management is responsible for those C/C areas identified in the SAUPs.

Springhill City Court has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period July 1, 2021 through June 30, 2022. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

### ***Written Policies and Procedures***

1. Obtain and inspect the entity's written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the entity's operations:
  - a) ***Budgeting***, including preparing, adopting, monitoring, and amending the budget
  - b) ***Purchasing***, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the public bid law; and (5) documentation required to be maintained for all bids and price quotes.
  - c) ***Disbursements***, including processing, reviewing, and approving
  - d) ***Receipts/Collections***, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collection for each type of revenue or agency fund additions.
  - e) ***Payroll/Personnel***, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee(s) rate of pay or approval and maintenance of pay rate schedules.
  - f) ***Contracting***, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process



- g) **Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage
- h) **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers
- i) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statutes (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.
- j) **Debt Service**, including (1) debt issuance approval, (2) continuing disclosures/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- k) **Information Technology Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event
- l) **Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

Management provided written policies and procedures addressing all of the above, as applicable.

#### **Board or Finance Committee**

- 2. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:
  - a) Observe that the board/finance committee met with a quorum at least monthly or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
  - b) For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget-to-actual, at a minimum, on all special revenue funds. Alternately, for those entities reporting on the nonprofit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.
  - c) For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.

The Court's judge is an independently elected official and is not required to have board or finance committee meetings

#### **Bank Reconciliations**

- 3. Obtain a listing of client bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for selected each account, and observe that:



Management provided the requested information, along with management's representation that the listing is complete.

- a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated, electronically logged);
- b) Bank reconciliations include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and
- c) Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

Procedures performed. Noted the following exception:

*Exception:* One of the accounts selected for testing had 1 item that has been outstanding for more than 12 months from the statement closing date.

***Collections (excluding electronic funds transfers)***

- 4. Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).

Management provided the requested information, along with management's representation that the listing is complete.

- 5. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e. 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:
  - a) Employees that are responsible for cash collections do not share cash drawers/registers.
  - b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g. pre-numbered receipts) to the deposit.
  - c) Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.
  - d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions are not responsible for collecting cash, unless another employee verifies the reconciliation.

Procedures performed. Noted the following exceptions:

*Exception:* Employees responsible for cash collections share the same cash drawer and prepare/make out bank deposit slips. One of these employees also posts cash collections to the general ledger and subsidiary ledgers and reconciles cash collections to the general ledger and subsidiary ledgers.

- 6. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe the bond or insurance policy for theft was enforced during the fiscal period.

Procedures performed. No exceptions noted.



7. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). Obtain supporting documentation for each of the 10 deposits and:
  - a) Observe that receipts are sequentially pre-numbered.
  - b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
  - c) Trace the deposit slip total to the actual deposit per the bank statement.
  - d) Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe drawer).
  - e) Trace the actual deposit per the bank statement to the general ledger.

Procedures performed. No exceptions noted.

***Non-Payroll Disbursements (excluding card purchases/payments, travel reimbursements, and petty cash purchases)***

8. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5). Management provided the requested information, along with management's representation that the listing is complete.
9. For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:
  - a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.
  - b) At least two employees are involved in processing and approving payments to vendors.
  - c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.
  - d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.

Procedures performed. Noted the following exceptions:

*Exceptions:* The employee responsible for processing payments also adds/modifies vendor files. In addition, the employee/official that is responsible for signing checks also mails out the payments.

10. For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction and:
  - a) Observe whether the disbursement matched the related original itemized invoice and supporting documentation indicates deliverables included on the invoice were received by the entity.



- b) Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

Procedures performed. No exceptions noted.

#### ***Credit Cards/Debit Cards/Fuel Cards/P-Cards***

- 11. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards), including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.

Management provided the requested information, along with management's representation that the listing is complete.

- 12. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and:

- a) Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved), by someone other than the authorized card holder. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.].

- b) Observe that finance charges and late fees were not assessed on the selected statements.

Procedures performed. No exceptions noted.

- 13. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e., each card should have 10 transactions subject to testing). For each transaction, observe it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and note whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny. For each transaction, report whether the transaction is supported by:

- 1) An original itemized receipt (i.e., identifies precisely what was purchased)
- 2) Written documentation of the business/public purpose.
- 3) Other documentation that may be required by written policy (e.g., purchase order, written authorization.)

Procedures performed. No exceptions noted.

#### ***Travel and Travel - Related Expense Reimbursement (excluding card transactions)***

- 14. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete.



Randomly select 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:

- a) If reimbursed using a per diem, observe the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov)).
- b) If reimbursed using actual costs, observe the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
- c) Observe each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).
- d) Observe each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

Procedures performed. No exceptions noted.

### ***Contracts***

- 15. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. Alternately, the practitioner may use an equivalent selection source, such as an active vendor list. Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:
  - a) Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.
  - b) Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter).
  - c) If the contract was amended (e.g., change order), observe the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, was approval documented).
  - d) Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe the invoice and related payment agreed to the terms and conditions of the contract.

Procedures performed. No exceptions noted.

### ***Payroll and Personnel***

- 16. Obtain a listing of employees/elected officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees/officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.

Management provided the requested information, along with management's representation that the listing is complete.

17. Randomly select one pay period during the fiscal period. For the 5 employees/officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:
- a) Observe that all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory).
  - b) Observe that supervisors approved the attendance and leave of the selected employees or officials.
  - c) Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.
  - d) Observe the rate paid to the employees or officials agree to the authorized salary/pay rate found within the personnel file.

Procedures performed. Noted the following exceptions:

*Exceptions:* The Court does not have a formal leave policy; leave is tracked through the City of Springhill. In addition, for one of the employees tested, an authorized salary/payrate form could not be located.

18. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity's policy on termination payments. Agree the hours to the employee or officials' cumulative leave records, agree the pay rates to the employee or officials' authorized pay rates in the employee or officials' personnel files, and agree the termination payment to entity policy.

Management provided the requested information, along with management's representation that the listing is complete.

There were no employees receiving termination payments during the fiscal period.

19. Obtain management's representation that employer and employee portions of third party payroll-related amounts (payroll taxes, retirement contributions, health insurance premiums, garnishments, and workers' compensation premiums, etc.) have been paid, and associated forms have been filed by required deadlines.

Management provided representation that employer and employee portions of third party payroll-related amounts have been paid, and associated forms have been filed by required deadlines.

### ***Ethics***

20. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, obtain ethics documentation from management, and:

- a) Observe whether the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.
- b) Observe whether the entity maintains documentation which demonstrates each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.

Procedures followed. No exceptions noted.



### ***Debt Service***

21. Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe State Bond Commission approval was obtained for each debt instrument issued.

The Court does not have any debt.

22. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

The Court does not have any debt.

### ***Fraud Notice***

23. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled.

Management provided representation that there were not any misappropriations of public funds and assets during the fiscal period.

24. Observe the entity has posted on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds

We observed that the Court has posted on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud waste, or abuse of public funds.

### ***Information Technology Disaster Recovery/Business Continuity***

25. Perform the following procedures, verbally discuss the results with management, and report "We performed the procedure and discussed the results with management."

a) Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if no written documentation, inquire of personnel responsible for backing up critical data) and observe that such backup occurred within the past week. If backups are stored on a physical medium (e.g., tapes, CDs), observe evidence that backups are encrypted before being transported.

b) Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if no written documentation, inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.

c) Obtain a listing of the entity's computers currently in use and their related locations, and management's representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.

We performed the procedure and discussed the results with management.



### ***Sexual Harassment***

26. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, obtain sexual harassment training documentation from management, and observe the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year.

Procedures followed. Noted the following exception:

*Exception:* One of the employees tested did not complete the required sexual harassment training.

27. Observe the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity's premises if the entity does not have a website).

Procedures followed. No exceptions noted.

28. Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe it includes the applicable requirements of R.S. 42:344:

- a) Number and percentage of public servants in the agency who have completed the training requirements;
- b) Number of sexual harassment complaints received by the agency;
- c) Number of complaints which resulted in a finding that sexual harassment occurred;
- d) Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
- e) Amount of time it took to resolve each complaint.

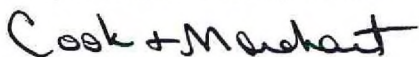
Procedures followed. Noted the following exception:

*Exception:* The Court did not complete the required sexual harassment report for the current fiscal period.

We were engaged by the Springhill City Court to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the Springhill City Court and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely to describe the scope of testing performed on those C/C areas identified in the SAUPs, and the result of that testing, and not to provide an opinion on control or compliance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the LLA as a public document.



Cook & Morehart  
Certified Public Accountants  
December 21, 2022



Stuart W. McMahan  
JUDGE



Renee D. Darst  
CLERK OF COURT

Wayne 'Fig' Newton  
WARD MARSHALL

## CITY COURT OF SPRINGHILL

IN AND FOR WARD TWO - WEBSTER PARISH

P.O. BOX 86  
Springhill, LA 71075  
318/539-4213  
FAX NO. 318/539-2605

Kristin A. Martin  
DEPUTY CLERK OF COURT

December 21, 2022

Cook & Morehart, CPAs  
1215 Hawn Ave  
Shreveport, LA 71107

The Springhill City Court submits the following response to the exceptions identified in the Statewide Agreed-Upon Procedures Report for the year ended June 30, 2022:

*Exception:* One of the bank accounts selected for testing had 1 item that have been outstanding for more than 12 months from the statement closing date.

*Response:* The Court will review items which have been outstanding for more than 12 months from the statement closing date.

*Exceptions:* Employee's responsible for collection cash share the same cash drawer, prepare//make bank deposits, post cash collections to the general ledger and subsidiary ledgers, and reconciles cash collections to the general ledger and subsidiary ledgers.

*Response:* The Court will consider additional controls over the receipt/collection process. However, the Court has limited personnel and it may not be cost effective or practical to implement additional controls.

*Exceptions:* The employee responsible for processing payments also adds/modifies vendor files. In addition, the employee/official that is responsible for processing payments and signing checks also mails out the payments.

*Response:* The Judge reviews all payables and reviews bank statements monthly.

*Exception:* The Court does not have a formal leave policy; leave is tracked through the City of Springhill. In addition, one of the employees tested, an authorized salary/payrate form could be located.

*Response:* Court employees are also employees of the City of Springhill and therefore follow the City of Springhill's leave policies. The Court will document authorized salaries/pay rates for each Court employee.

*Exception:* The Court did not complete the required sexual harassment report for the current fiscal period. In addition, one of the employees tested did not complete the required sexual harassment training.

*Response:* The Court will complete the required report annually. In addition, the Court will ensure all employees, including part-time employees, complete the required training annually.

Sincerely,

A handwritten signature in blue ink, appearing to read "Stuart W. McMahon", with a stylized, cursive script.

Judge Stuart W. McMahon